

***United States Department of Agriculture (USDA)  
eGovernment Program***

***USDA eAuthentication Team  
IdentityMinder 6.0 Application Admin Guide***

May 2, 2006





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## Revision History

### *Previous Change History*

**Table a – Previous Change History**

Version	Date	Author	Comment
1.0	2/13/06	Carriann Ashcraft	Initial Development of document
1.1	2/23/06	Carriann Ashcraft	Updates to format and screenshots
1.2	2/28/06	Carriann Ashcraft	Updated with new requirements
1.3	3/4/06	Carriann Ashcraft	Peer Review Updates
1.4	3/13/06	Carriann Ashcraft	Peer Review Updates – Draft 2
1.5	3/15/06	Carriann Ashcraft	Final Draft Changes
1.6	5/2/06	Carriann Ashcraft	Updated Screenshots

### *Document Sign-off*

**Table b – Document Sign-off**

Date	Name	Title
3/7/06	Todd Kaywood	Business Administration Manager
3/15/06	Adam Ziemet	Integrator
3/15/06	Ryan Reynolds	Integrator
4/14/06	Matt Perry	Development Manager



# **1 Introduction**

## **1.1 Introduction**

Through legislated mandate, the United States Department of Agriculture (USDA), where practicable, must provide electronic alternatives to traditional paper-based processes. The first step in this is correctly identifying and authenticating users on the Internet. The three principal acts relevant to this policy are:

The Government Paperwork Elimination Act (GPEA)

The Electronic Signatures in Global and National Commerce Act (E-Sign)

The Freedom to E-File Act

The USDA eAuthentication solution provides authentication services for online applications. Managed by the USDA Office of the Chief Information Officer (OCIO), eAuthentication is an enabling process and technological foundation that will help USDA achieve its goals and objectives for eGovernment by supporting all USDA eGovernment initiatives and applications.

## **1.2 Audience**

This document is intended for the use of all eAuthentication users using the Application Admin functionality within IdentityMinder. This document will only cover the Application Admin tasks of the IdentityMinder 6.0 upgrade.

## **1.3 Scope**

This document is intended for the use of the USDA eAuthentication users who have been assigned the Application Admin role within IdentityMinder. This guide will be distributed to application owners to show them how to use the Application Admin role in IdentityMinder 6.0.



## 2 Document Overview

### 2.1 IdentityMinder 5.6 to 6.0

The latest version of IdentityMinder (IdentityMinder 6.0) will be migrated into the production environment the beginning of May, 2006. This migration will include overall functionality and interface updates for Application Admin, LRA, Help Desk, and My Account operations.

### 2.2 Organization of Document

This document will present how the Application Admin functionality for the tasks listed below has changed from the IdentityMinder 6.0 upgrade.

- Modify Access Role Membership
- Grant User Access Role – Application Admin
- View Access Role Membership
- View User – Application Admin

### 2.3 General Changes

Several interface components have change in IdentityMinder 6.0; however, there are four significant changes to be noted:

- Task Name Changes – Three task names have changed in IdentityMinder 6.0; View User – Application Admin, has not changed with the upgrade:

5.6	6.0
Modify Access Role Membership	Modify Access Role Members/Administrators - Application Admin
Grant User Access Role – Application Admin	
View Access Role Membership	View Access Role Members/Administrators – Application Admin

- The initial screen in IdentityMinder has changed from a list of links in 5.6 to a drop down menu in 6.0.
- The names for Can Use Role and Can Assign Role functionality have changed in 6.0.

5.6	6.0
Can Use Role	Member
Can Assign Role	Administrator



- Depending on the number of task assign to your account, tasks will be listed on the left navigation bar, or listed in categories along with the appropriate tasks.



### 3 6.0 Application Admin Tasks

#### 3.1 *Modify Access Role Members/Administrators – Application Admin*

This task is utilized for adding members to a role.

*Figure 1 - Go to “Application Admin” and choose “Modify Access Role Members/Administrators – Application Admin” from the list.*

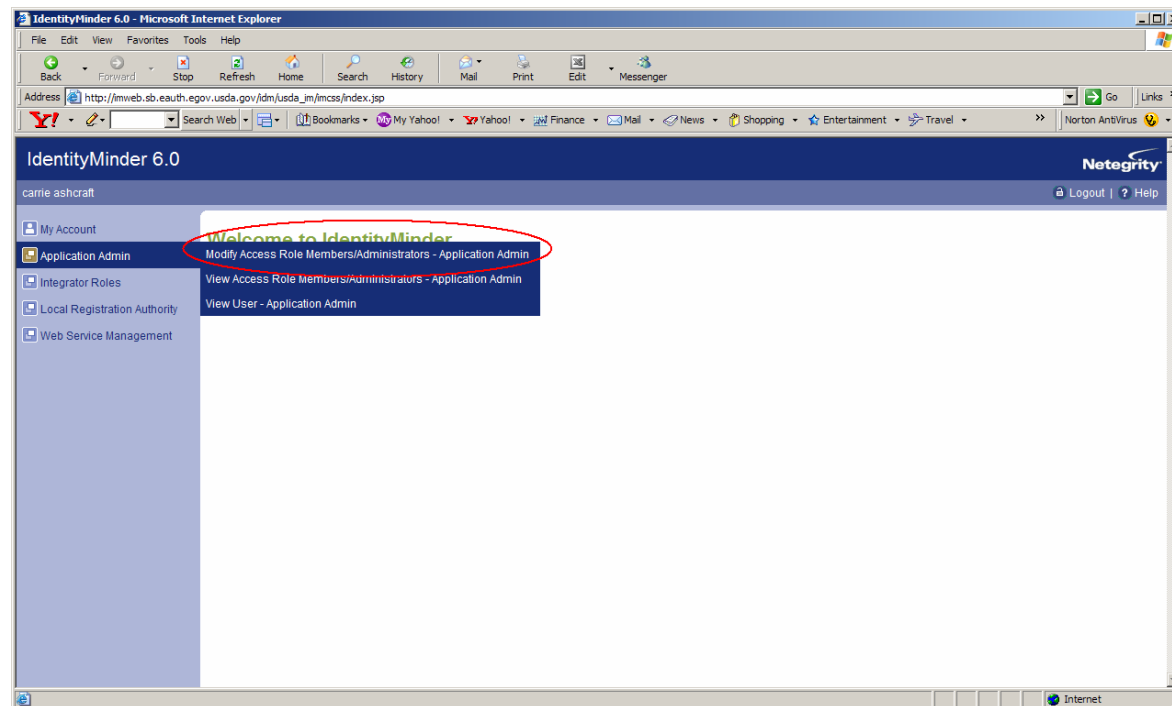


Figure 2 - Select the role you would like to modify by clicking on the appropriate radio button and then “Select”.

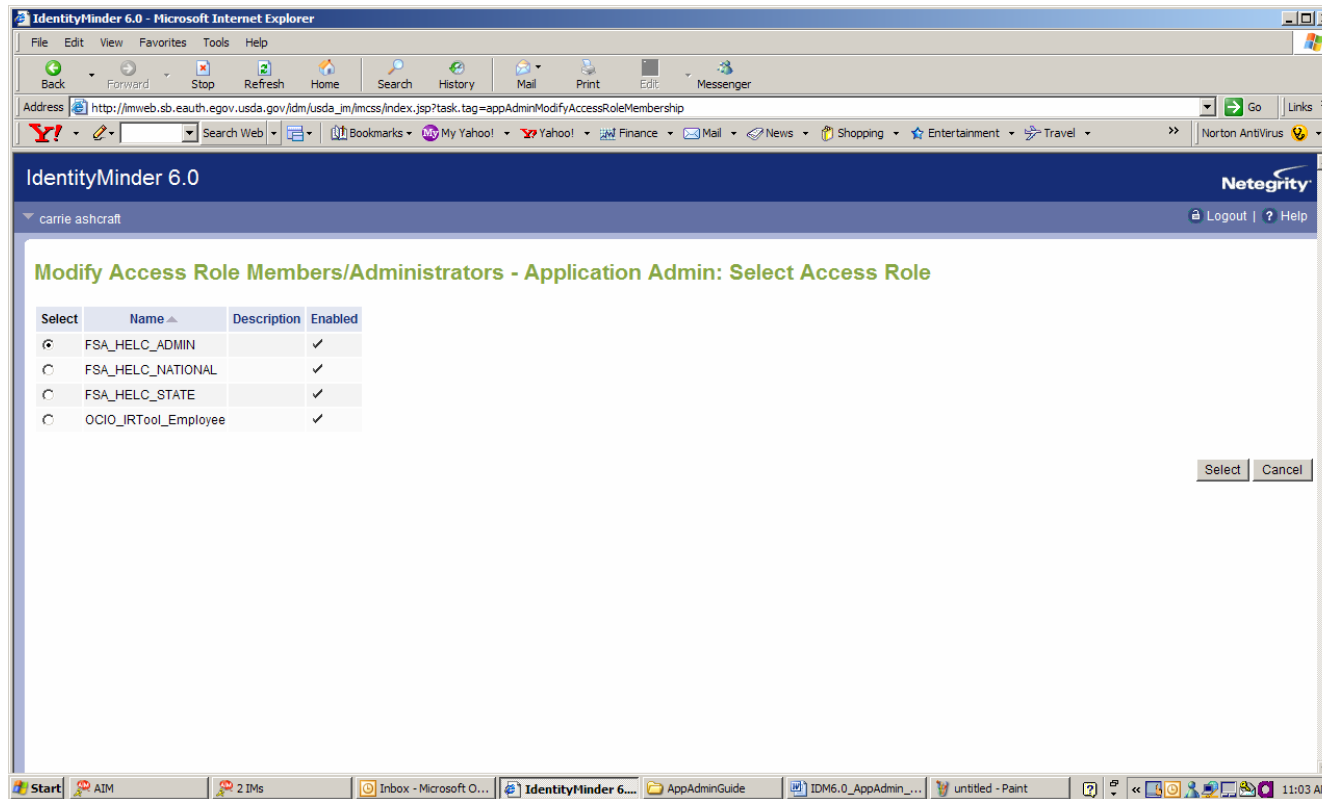
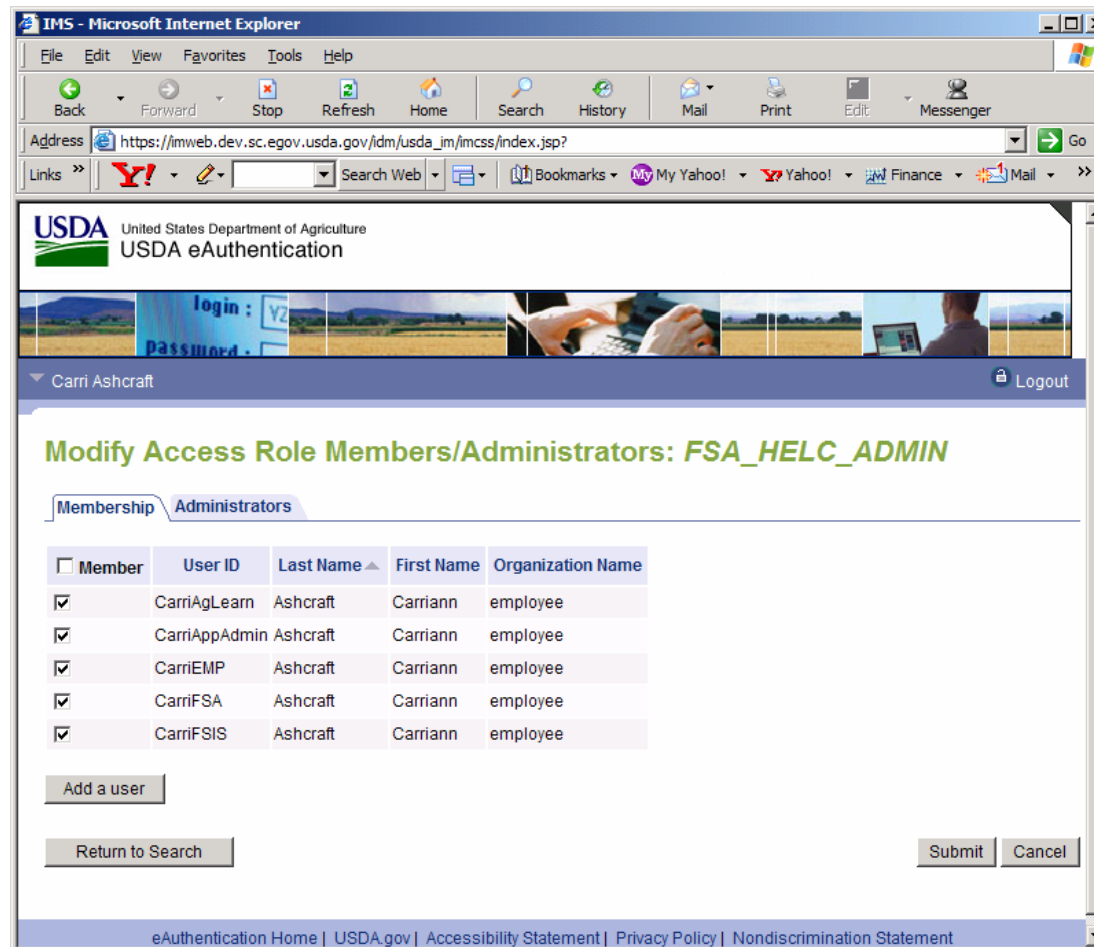




Figure 3 – Remove or add a member in this screen. To remove a user, click on the box next to the user to be removed, and then click “Submit”. Click “Add a user” to add a new user.



IMS - Microsoft Internet Explorer

Address: https://imweb.dev.sc.egov.usda.gov/idm/usda\_im/imcss/index.jsp?

USDA United States Department of Agriculture  
USDA eAuthentication

Carri Ashcraft Logout

**Modify Access Role Members/Administrators: FSA\_HELC\_ADMIN**

Membership Administrators

<input type="checkbox"/> Member	User ID	Last Name	First Name	Organization Name
<input checked="" type="checkbox"/>	CarriAgLearn	Ashcraft	Carriann	employee
<input checked="" type="checkbox"/>	CarriAppAdmin	Ashcraft	Carriann	employee
<input checked="" type="checkbox"/>	CarriEMP	Ashcraft	Carriann	employee
<input checked="" type="checkbox"/>	CarriFSA	Ashcraft	Carriann	employee
<input checked="" type="checkbox"/>	CarriFSIS	Ashcraft	Carriann	employee

Add a user

Return to Search

Submit Cancel

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Nondiscrimination Statement

### 3.2 View Access Role Members/Administrators - Application Admin

This task is utilized for viewing roles and the member's information within that role.

Figure 4 - Go to “Application Admin” and choose “View Access Role Members/Administrators- Application Admin” from the list.

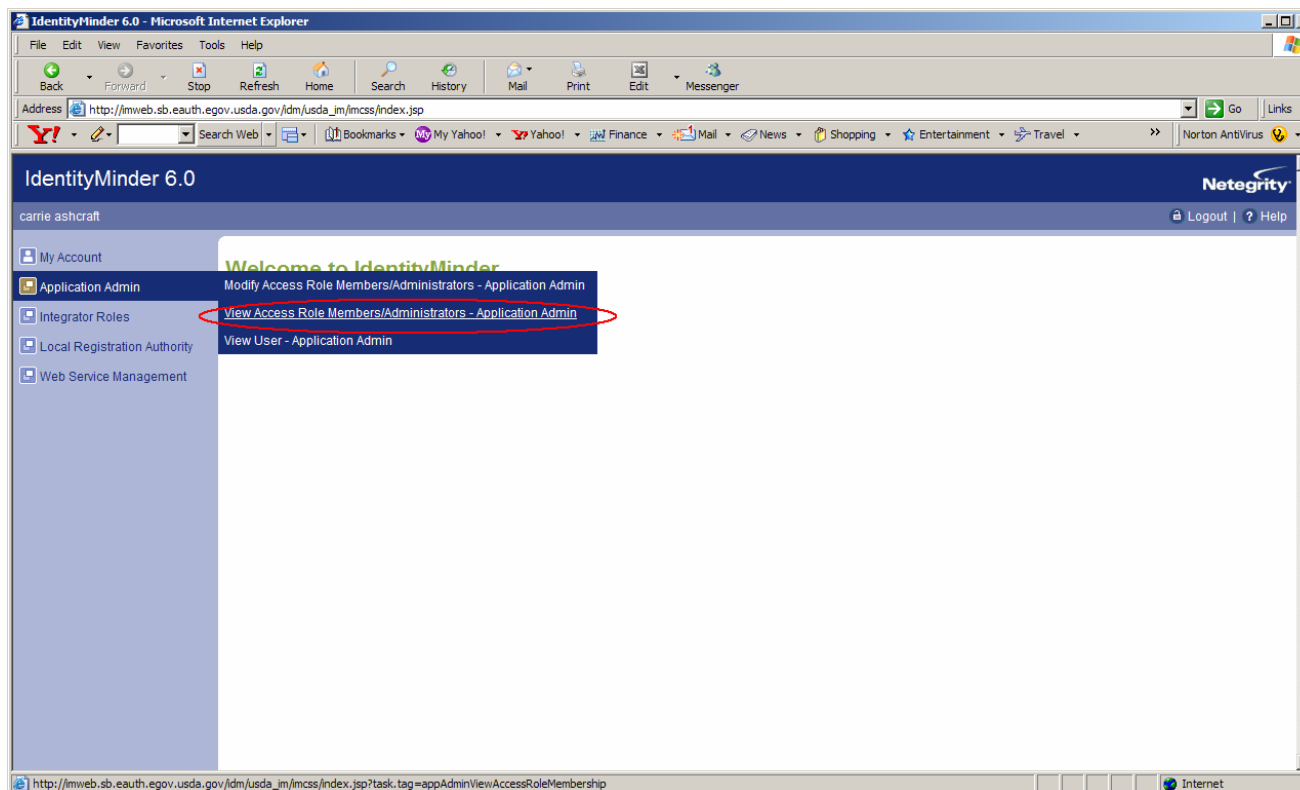


Figure 5 - Select the radio button of the role you would like to view, and then click “Select”.

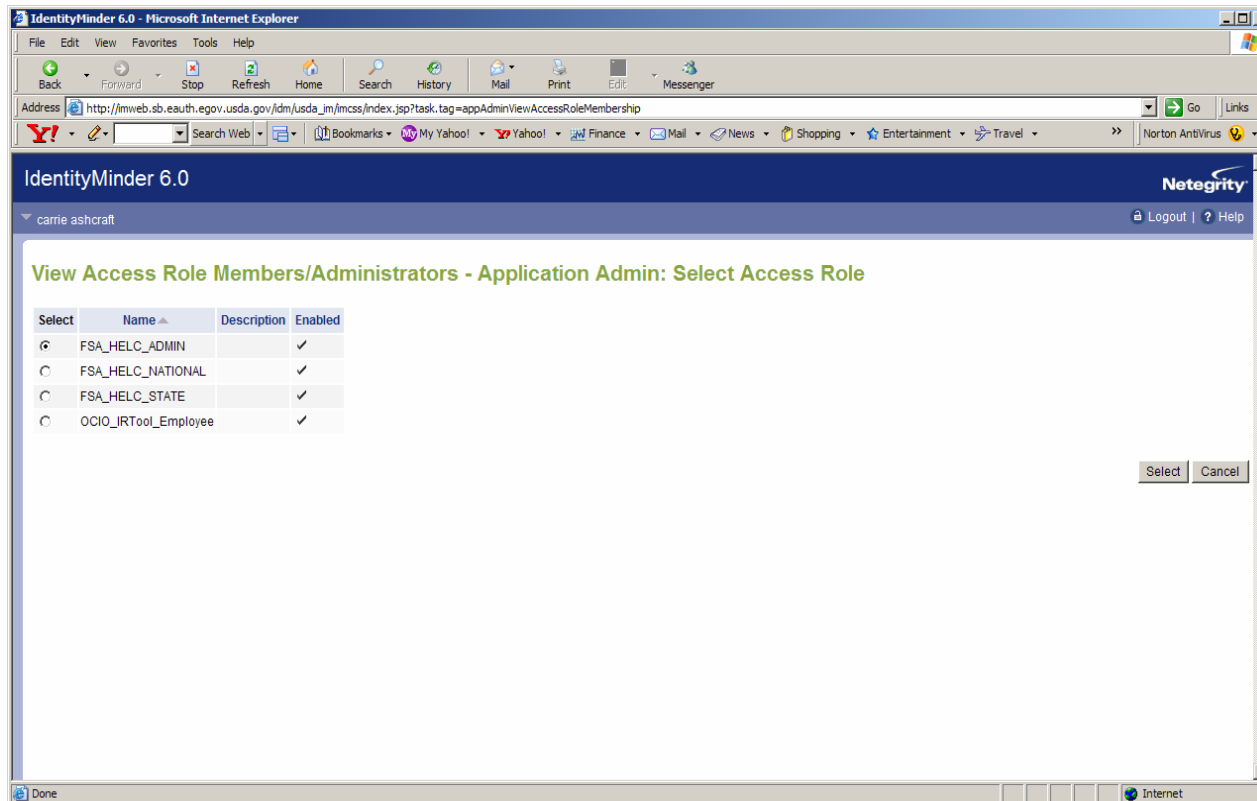
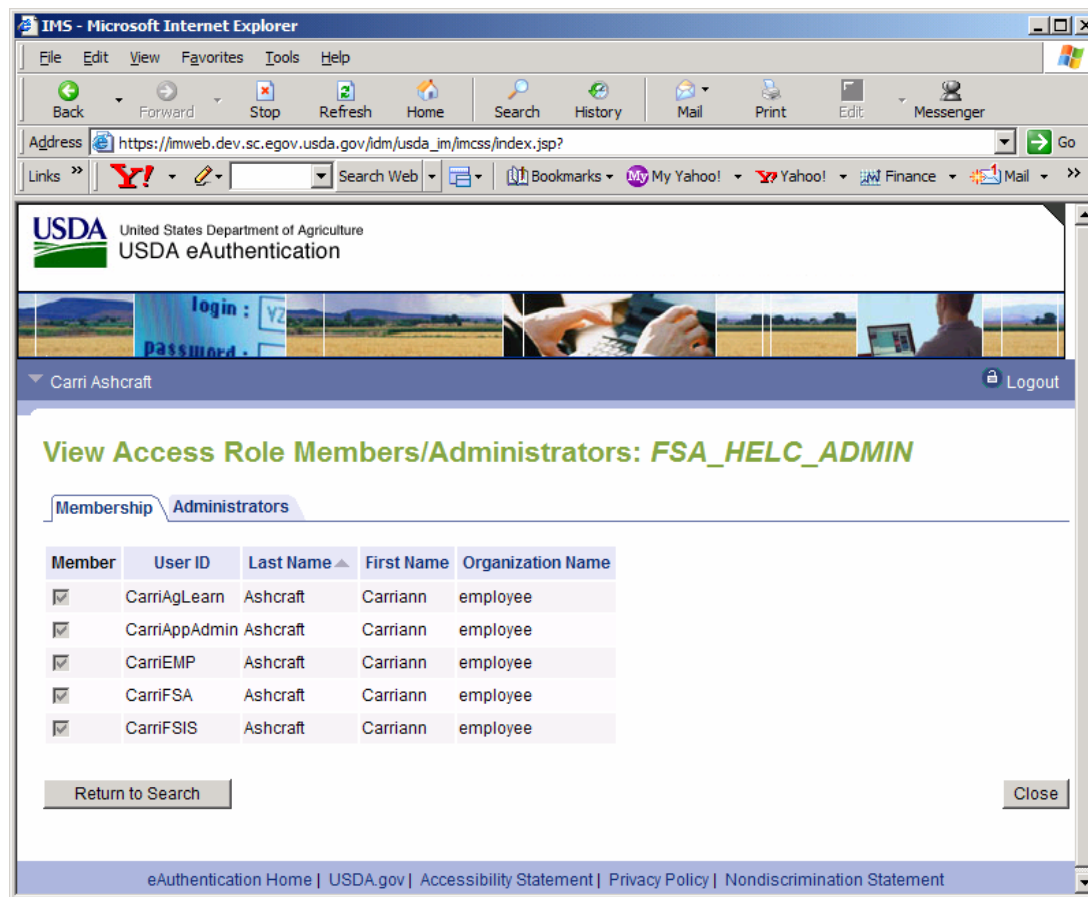


Figure 6 - This screen provides a list of members of the role selected in the preview screen.



### 3.3 View User – Application Admin

This task is utilized for viewing member’s access to different roles.

*Figure 7- Go to “Application Admin” and choose “View User – Application Admin” from the list.*

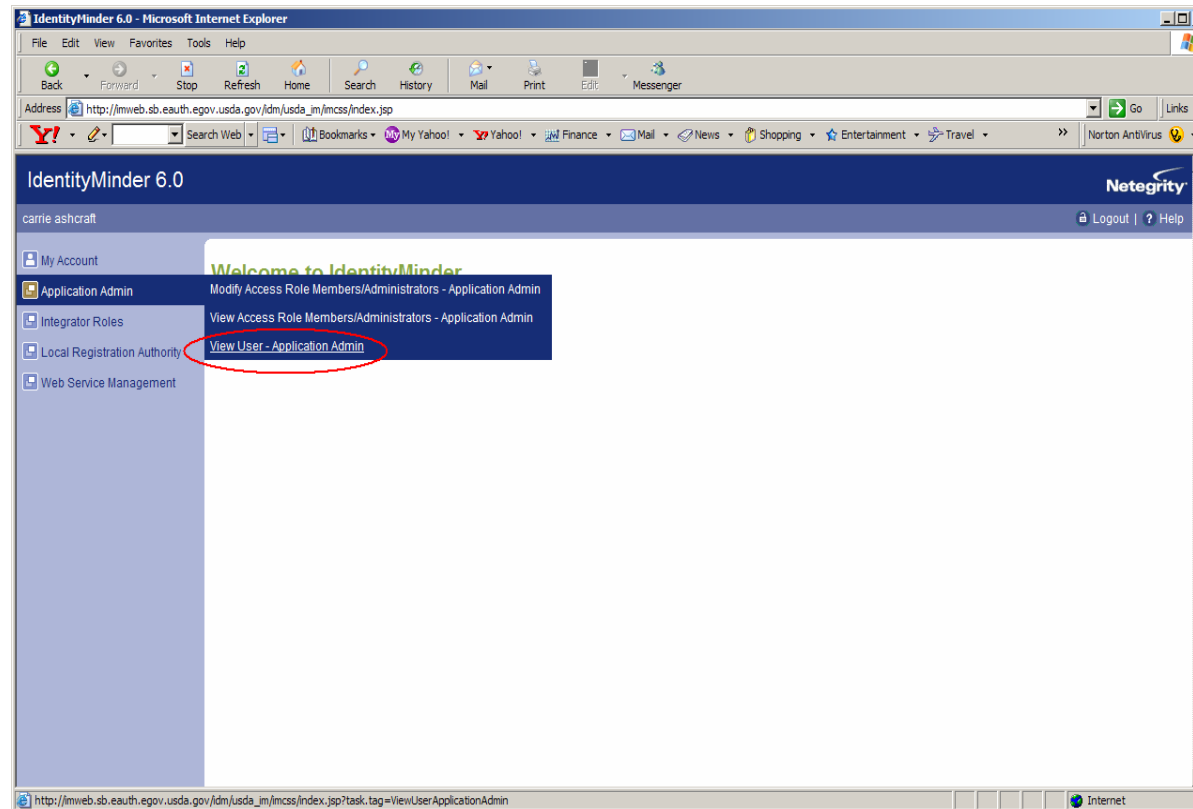
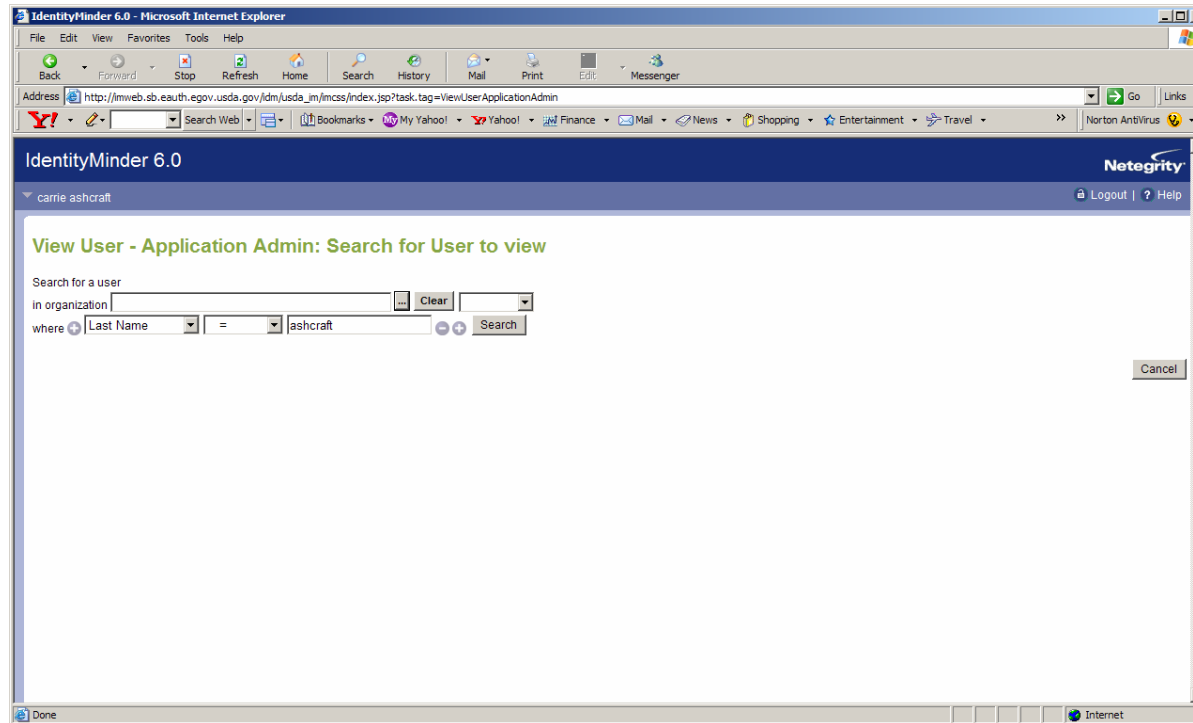


Figure 8 - In 6.0, instead of a popup window, you are brought to a new page to search for a user to view.



**Important Note:** There is a known issue with the search functionality when no search criteria are provided for a task. For example, putting an \* in to search for all users will respond with the following error message:

**"SmImSqlCommand (findInScope) Provider call failed Error Code was:**

**-2147418012 Error Message: Unknown Failure ID:2401"**

**Please be sure to put a name or partial name into the search box to avoid this issue.**

Figure 9 - This screen displays the search results. Click on the radio button under “Select” for the member you would like to view.

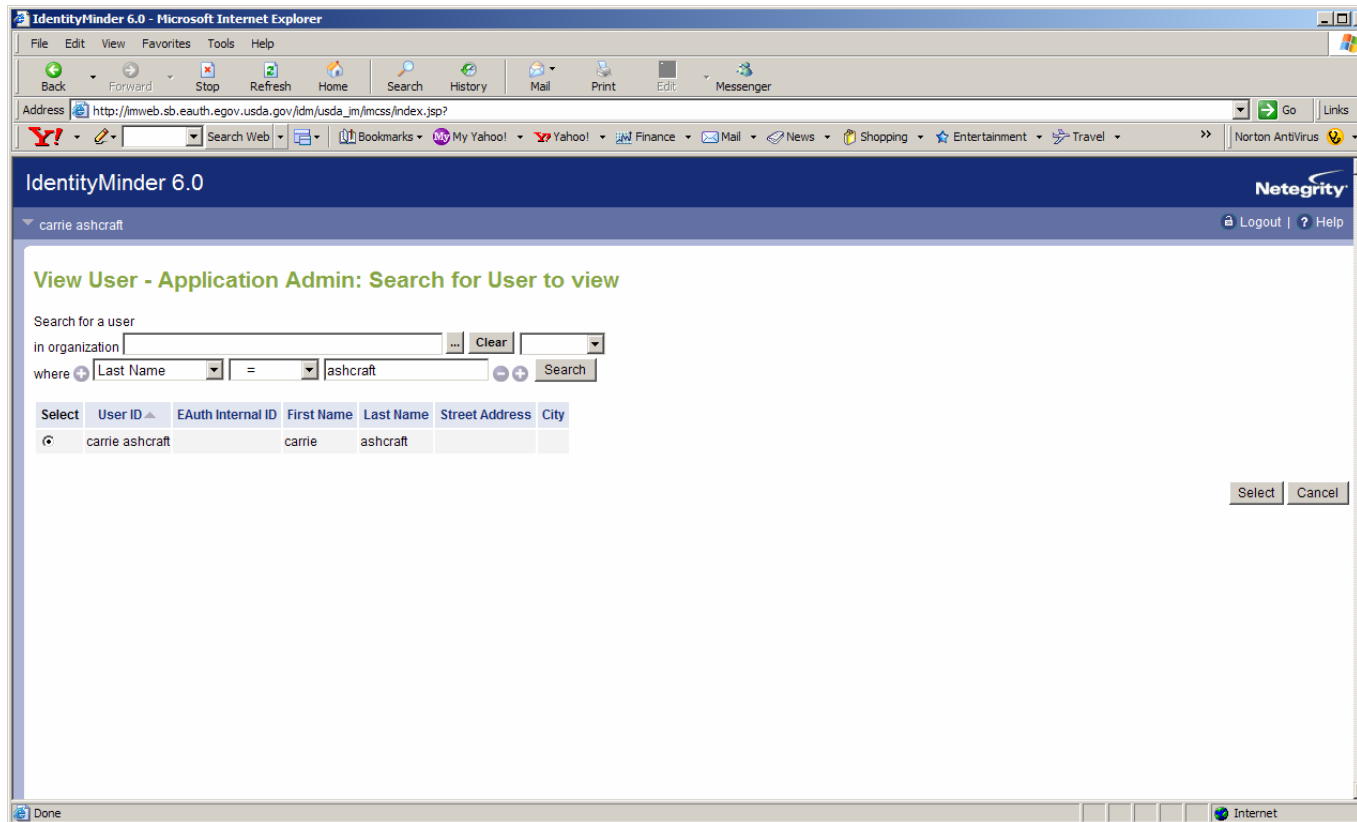


Figure 10 - The “Profile” tab displays the user’s basic information. Click on another tab to view that information.

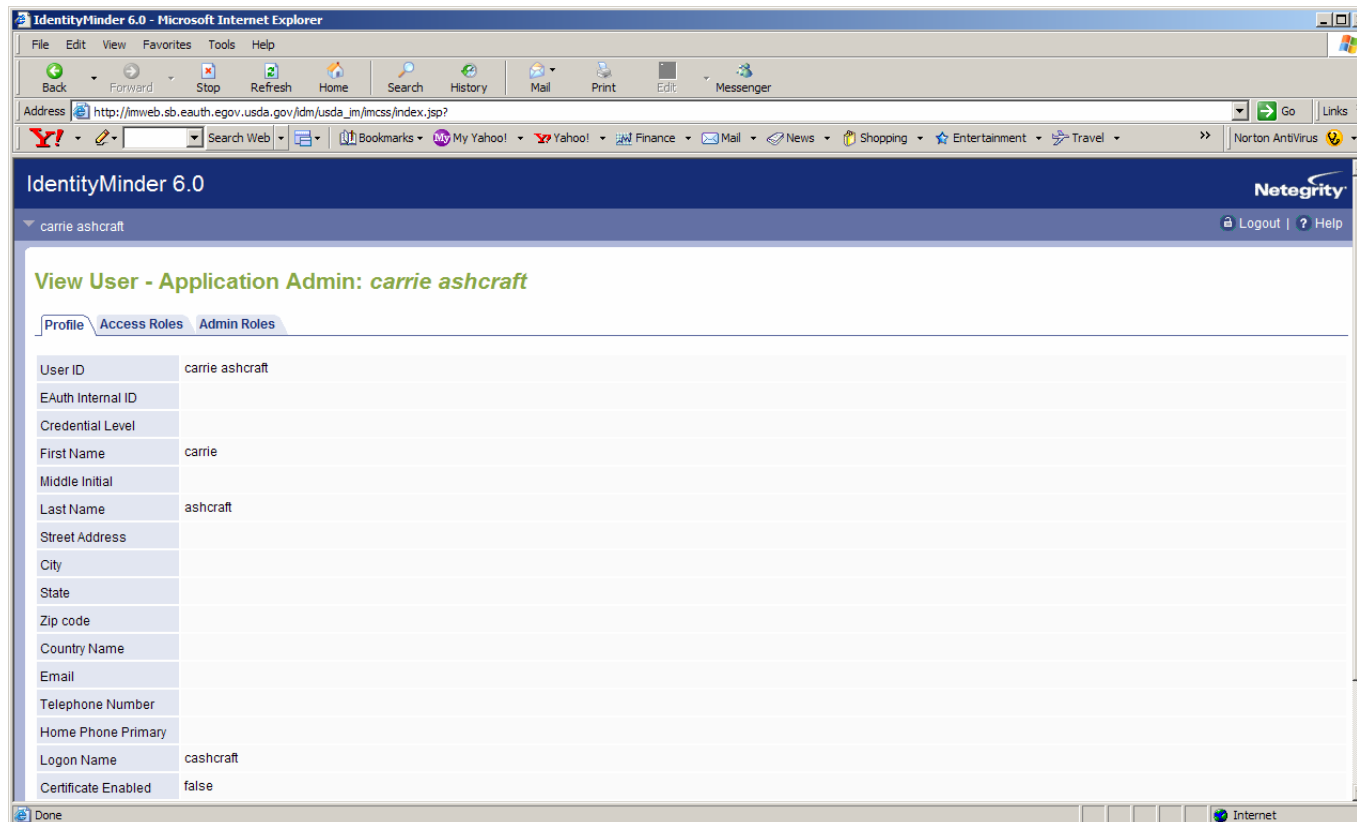




Figure 11 - In 6.0, the “Admin Roles” tab comes after the “Access Roles” tab. The “Local Admin Roles” tab name has changed to “Admin Roles”.

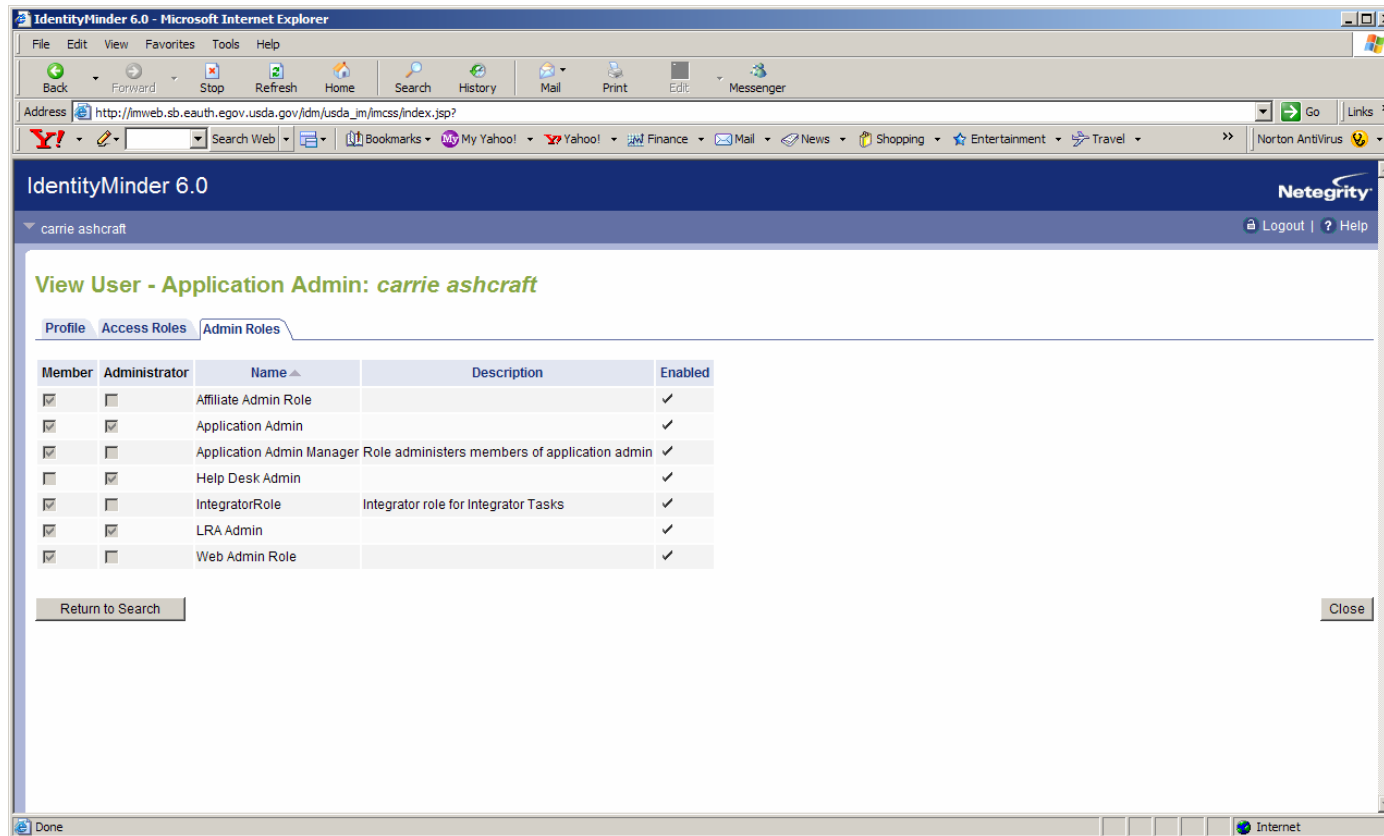
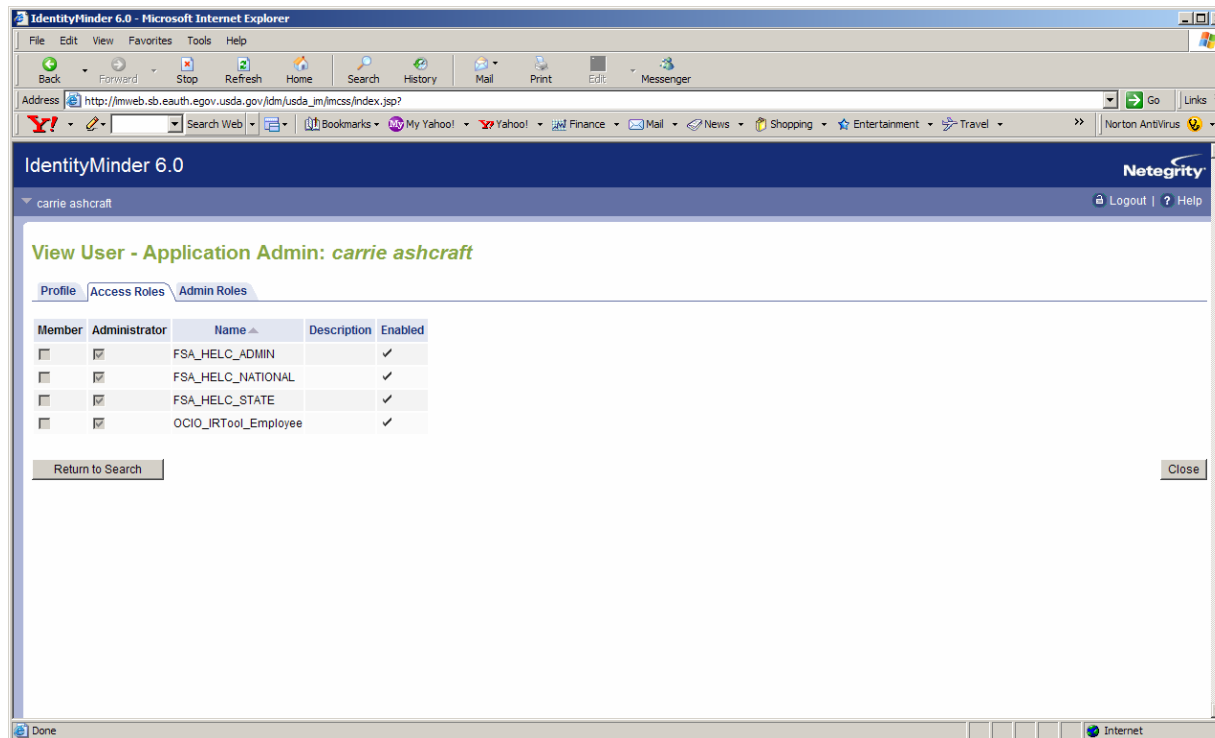


Figure 12 – In the Access Roles Tab, a checkmark shows the user's access as a member and/or administrator.



## 4 IdentityMinder Support

For further assistance, please contact the eAuthentication Application Integration or Help Desk Team:

eAuthentication Application Integration: [eAuthIntegration@usda.gov](mailto:eAuthIntegration@usda.gov)

eAuthentication Help Desk: [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov).